

**SECRET**

Security Information

LOGISTICS OFFICE  
PROCUREMENT DIVISION  
OFFICE OF THE CHIEF

Statement of Duties and Responsibilities of the Assistant to the Chief.

Perform such duties as may be assigned by the Chief for the purpose of assisting him in carrying out his responsibilities by coordinating actions affecting the entire division, by conducting studies and surveys of problem areas affecting the whole Division; and by performing other duties as assigned. The duties include but are not limited to the following:

1. Coordinate the formulation of procurement policies and procedures.
2. Coordinate the preparation of Agency regulations covering procurement policies and procedures.
3. As assigned, review justifications for procurement outside normal routine and recommend appropriate action.
4. Direct and implement the Procurement Division portion of the Logistics Office training program.
5. Review proposed delegations of procurement authority and recommend actions.
6. As required, provide technical advice and guidance in the development of procurement plans in connection with proprietary projects.
7. Other duties, projects, studies, or surveys as assigned.

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